INSTRUCTIONS: To print a copy of your 1098-T form:

Current and Former Students:
- Login to mySFA
- Click the myServices tab
- Click Online Services (Self-Service Banner)
- Click Student
- Click Student Accounts
- Click 1098-T
- Enter the 4-digit year (e.g., 2012)
- Click Submit

(If you have access problems or have forgotten your password, follow the instructions that are on the mySFA login page.)

If a duplicate form is requested, the students must personally complete and sign this 1098-T Duplicate Request Form. Requests for a duplicate 1098-T may be submitted by mail, email, fax, or can be hand delivered using the information at the bottom of this form. The request will be processed within 3 business days of receipt of this form and will be delivered by the method chosen below. Please make only ONE selection.

Delivery options for your duplicate 1098-T (please place an X by your delivery choice):

_____ 1. Pick up – SFA Business Office, Controller’s Office, 2nd floor of Austin Building. Student ID is required to pick forms up in person and only the student may pick it up.

_____ 2. U.S. Mail – Mailed to the address you provide here (please print):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

_____ 3. Image scan via Email – Emailed to the email you provide here:__________________________

   Email is not a secure method of delivery. Your signature below indicates your consent to send via email.

_____ 4. Fax – Faxed to the fax number you provide here: _____________________________________

Tax Year Requested ______________________________

Student Name (print): ___________________________________ SFA ID#: ____________________

Student’s Signature:_________________________________________Date:______________________

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